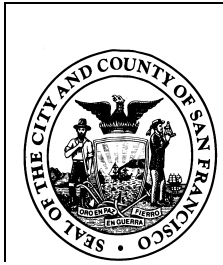


***Regular Meeting
of the
Building Inspection Commission***

October 15, 2025

Agenda Item 12

Regular Meeting Minutes of August 20, 2025



**BUILDING INSPECTION COMMISSION (BIC)
Department of Building Inspection (DBI)**

REGULAR MEETING

Wednesday, August 20, 2025 at 10:30 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416

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PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2661 027 6014

DRAFT MINUTES

1. Call to Order and Roll Call.

The regular meeting of the Building Inspection Commission was called to order at 10:31 a.m., and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Alysabeth Alexander-Tut, **President**

Catherine Meng, **Vice President, Departed at 11:30 a.m.**

Dan Calamuci, **Commissioner**

Evita Chavez, **Commissioner**

Lindsay Maclise, **Commissioner**

Bianca Neumann, **Commissioner**

Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**

Monique Mustapha, **Assistant Secretary**

D.B.I. REPRESENTATIVES:

Patrick O’Riordan, **Director**

Christine Gasparac, **Assistant Director**

Kevin Birmingham, **Chief Building Inspector, Inspection Services**

Alex Koskinen, **Deputy Director, Administrative Services**

Tate Hanna, **Legislative & Public Affairs Manager**

CITY ATTORNEY REPRESENTATIVE:

Robb Kapla, **Deputy City Attorney**

2. President’s opening remarks.

President Alexander-Tut said thank you to the Department, the Mayor’s Office, and stakeholders for the work, time and effort on the signed budget and welcomed new BIC Commissioner Lindsey Maclise in the Structural Engineer seat.

There was no public comment.

3. General Public Comment: The BIC will take public comment on matters within the Commission's jurisdiction that are not part of this agenda.

Mr. Dratler handed out a copy of an email to Deputy City Attorney Keslie Stewart and DBI Compliance Manager Christopher Vergara in which Mr. Dratler reviewed building permits improperly issued to John Pollard and Harold Howell who were added to the Department of Building Inspection's Enhanced Code Compliance list on April 1, 2024. DBI improperly issued six building permits to 3665 Clay Street. The most egregious permit approval was a permit issued to Mr. Pollard to recommence work on his long expired \$50,000 emergency shoring and excavation permit. DBI improperly finalized Mr. Pollard's commencement permit without approving the permit's eight special inspections. Mr. Dratler suggested the Building Inspection Commission ask DBI to explain how the six building permits were improperly issued in a future BIC meeting. The president of the BIC asked DBI Deputy Director Greene to update the BIC on the 3665 Clay Street permits in a future BIC meeting.

Mr. Christopher Schroeder said regarding 147 Wood, 446 Ralston, and mini-dorms had questionable activity, why were there building inspectors if a letter from an engineer would suffice.

4. Director's Report.

a. Director's Update [Director O'Riordan]

Director O'Riordan made the following points:

- Project began to clean up permit tracking system data by canceling more than eleven thousand abandoned over the counter permits. The work will be in batches going forward and would send the property owners notice of the cancellation. This was another important step to modernize and improve service.
- Long-time San Francisco Structural Engineer David Kane joined DBI as Deputy Director for Permit Services, an expert in seismic retrofitting with twenty years of putting knowledge to practice on hundreds of San Francisco apartment buildings and retrofit projects across the city. Consultant to the California State Board of Engineers and helped develop the California Civil Seismic Principals exam and chaired the Professional Practice Committee for the Structural Engineers Association of Northern California. We believe David's background will provide valuable insight into ongoing efforts to improve processes and services.
- Thank you to Mary Wilkinson-Church for stepping into the role as Interim Deputy Director of Permit Services and the great work she did the last six months.

b. Update on major projects.

c.

Major projects are those with valuation of \$5 million or greater filed, issued, or completed for the month of July 2025.

- Major projects with permits filed.
 - 5 projects filed
 - \$167.4M combined valuation
 - 250 net housing units

- Major projects Issued
 - 10 permits issued
 - \$80.3M combined valuation
 - 0 net housing units
- Major projects with Certificate of Occupancy
 - 5 completed
 - \$66.7 million in valuation
 - 46 net units

c. Update on proposed or recently enacted State or local legislation.

Legislative Affairs Manager Tate Hanna gave a presentation and made the following points:

- On today's agenda were File #'s, 250805, 250806, 250810, and 250811
- **File No. 250284** introduced March 35, 2025 and May 21, 2025 the BIC unanimously recommended approval. The Mayor signed on August 8, 2025 and will take effect September 8, 2025 allowing accessory structures up to 120 square feet without a permit aligning with the California Building Code.
- **File No. 250702** introduced on June 24, 2025 and on June 16, 2025 the BIC recommended approval by a vote of 4-1 with multiple recommended amendments. On July 29, 2025 the BOS voted in favor of the Ordinance to expand the All-Electric New Construction requirements to include major renovations. It was pending a second reading at the Board.
- **File No. 240803** introduced on July 30, 2024 and later amended to include changes to the Building Code, the BIC recommended approval unanimously on July 16, 2025. The BOS voted in support of the Ordinance to expand the Expanded Compliance Control Program on July 29, 2025. It was pending a second reading at the Board.
- **File No. 250657** introduced on June 10, 2025, on July 16, 2025 the BIC recommended unanimous approval to implement Senate Bill 937 deferring impact fees for specified residential developments to certificate of occupancy. It was pending a hearing at the Land Use and Transportation committee.
- **File No. 250539** introduced May 20, 2025 and heard by the BIC on June 18, 2025 gave unanimous recommendation for approval to amend the Building and Planning Codes to extend the Awning Amnesty program to existing unpermitted gates and signs. The Ordinance was signed by the Mayor on July 17, 2025 and took effect August 17, 2025.
- **File No. 250630** introduced to the BIC and unanimously recommended approval on June 18, 2025 to amend various codes to modify reporting requirements. It was pending hearing by the Rules Committee.
- **File No. 250592** introduced to the BIC June 18, 2025 the Ordinance amending the Building, Subdivision and Administrative Codes to adjust fees charged by DBI and to establish subfunds, unanimously recommended for approval. The Mayor signed on August 1, 2025 and would go into effect on September 1, 2025.

- **File No. 250259** introduced on March 8, 2025 and approved by the BOS on July 1, 2025 and July 8, 2025. The Mayor signed the Ordinance on July 1, 2025 and took effect on August 10, 2025 amending the Business and Tax Regulations Code to extend the waiver of certain first-year permit, license and business registration fees for specified small businesses.
- **File No. 250191** introduced on February 25, 2025 and recommended approval by the BIC on April 16, 2025 to amend the Planning Code creating a time-limited amnesty program for properties listed on DBI's Internal Quality Control Audit. The Ordinance was approved on May 1, 2025 by the Planning Commission. The Budget and Finance Committee voted to approve on July 29, 2025. It was pending a hearing at the BOS.
- **File No. 241069** amends the Planning and Subdivision Codes to allow separate conveyance of certain ADUs and associated primary dwelling units as condominiums recommended for approval by the BIC on October 29, 2024. The Mayor signed the Ordinance on July 11, 2025 and it took effect on August 11, 2025.

d. Update on Inspection Services.

Deputy Director of Inspection Services Matt Greene provided the following Building Inspection Division Performance Measures for July 1, 2025 to July 31, 2025:

Building Inspections Performed			5,455
Complaints Received			571
Complaint Response within 24-72 hours			569
Complaints with 1st Notice of Violation sent			61
Complaints Received & Abated without NOV			312
Abated Complaints with Notice of Violations			39
2nd Notice of Violations Referred to Code Enforcement			30

Deputy Director of Inspection Services Matt Greene submitted the following Housing Inspection Division Performance Measures July 1, 2025 to July 31, 2025:

Housing Inspections Performed			776
Complaints Received			469
Complaint Response within 24-72 hours			415
Complaints with Notice of Violations issued			108
Abated Complaints with NOV's			398
# of Cases Sent to Director's Hearing			37
Routine Inspections			73

Deputy Director of Inspection Services Matt Greene submitted the following Code Enforcement Services Performance Measures for July 1, 2025 to July 31, 2025:

# Housing of Cases Sent to Director's Hearing			124
# Complaints of Order of Abatements Issues			30
# Complaint of Cases Under Advisement			2
# Complaints of Cases Abated			137
# Code Enforcement Inspections Performed			848

# of Cases Referred to BIC-LC			4
# of Case Referred to City Attorney			4

Deputy Director of Inspection Services Matt Greene said Code Enforcement Outreach Programs are updated on a quarterly basis as follows for the 4th quarter:

Total people reached out to			50,832
Counseling cases			429
Community Program Participants			4,302
Cases Resolved			284

e. Update on DBI's finances.

There was no presentation, and the report was posted online.

5. Discussion and possible action regarding Board of Supervisors Ordinance (File No. 250806) amending the Health Code to clarify the City's enhanced ventilation standards by codifying the requirement that all new buildings and major renovations of buildings that contain a sensitive use certify that the building's ventilation system is capable of maintaining positive pressure; limiting applicability of the City's enhanced ventilation standard to single family homes, effective January 1, 2026, to align with state law, in addition to other requirements.

Ms. Jen Callewaert Acting Director of the Environmental Health Branch of the Department of Public Health made the following points:

- This proposal was to amend the San Francisco Health Code Article 38.
- Article 38 required new developments or major renovations within the Air Pollution Exposure Zone (APEZ) to include a ventilation system removes fine particulate matter.
- This was required for sensitive use buildings, which included residential units, schools, child and adult daycares.
- APEZ was also used by the Planning Department, in chapter 25 of the Environment Code for clean construction and for their California Environment Quality Act review.
- California Building Energy Efficiency Standards were approved in July 2025 and took effect January 2026.
- Propose to amend the sensitive use definition to remove multiunit residential and better define positive and balance pressure in the law.

There was no public comment.

Commissioner Maclise asked would the amendments only apply to buildings permitted under the 2025 California Building Code to be sure there was not a gap in when permits were filed to the change in Code cycle.

Ms. Callewaert said the Public Health Department would not review mechanical ventilations after January 2026.

Director O'Riordan added that typically, the Code is under the date the permit was filed and Codes applicable at that time are followed to review that permit.

Deputy City Attorney (DCA) Robb Kapla said this was a bit complicated as the California State Code was now requiring what the San Francisco Building Code was already doing. Before if there were a 2019 building permit in the city you would have to comply with Article 38 provisions, but it was only triggered when a permit was pulled and did not enforce the 2025 Code on to 2019. The Code now was statewide and the Health Department would no longer be required to review the permit application.

Ms. Callewaert said her department would be working in collaboration with DBI to create a guideline to pass the review over.

President Alexander-Tut said San Francisco previously required this ventilation requirement for new construction that was multi-unit and now it would not.

DCA Robb Kapla said the state standard for multi-units was citywide regardless of if the building was in APEZ. Formerly the city required enhancements for ventilation just for APEZ multi-units, and that was a local requirement but now the state Code says all multi-units across the city need to meet the same standard.

There was no public comment.

President Alexander-Tut made a motion, seconded by Vice President Catherine Meng, to recommend approval of File No. 250806.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Yes
Commissioner Calamuci	Yes
Commissioner Chavez	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 068-25

- 6. Discussion and possible action on Permit SF 200 Day Legislation: Board of Supervisors Ordinance (File No. 250805) amending the Building Code to remove local requirements regarding commercial lighting, rooftop mechanical penthouses, driveway and sidewalk load limits, and the Slope Protection Act.**

Legislative Affairs Manager Tate Hanna made the following points:

- Background: Earlier in 2025 the Department put together a group of senior staff members to review all San Francisco Building Code and Existing Code amendments with the goal to strip unnecessary and outdated provisions.
- Four individual provisions were recommended by the Streamlining Code Committee and pushed into the PermitSF package.
 - Seeks to remove the Slope and Seismic Hazard Zone Protection Act.
 - Remove chapter 13D regarding commercial building lighting, the provisions were no longer effective.

- Remove stringent requirements applicable to rooftop structures that go beyond the California Building Code, it did not produce any added benefits to life safety or efficient building designs.
- Remove the San Francisco amendments to section 5 driveways and sidewalks as there was no notable safety benefits and lines were blurred between DBI and Public Works.
- The Structural Subcommittee reviewed and requested an Information Sheet detailing when PEER review and the SAC process would be used, and the Code Advisory Committee reviewed the Ordinance and recommended unanimous approval with no amendments.

Public Comment

Ms. Georgia Schuttish said she lived in District 8 and it was full of very steep slopes and the other requirements seemed moderate, but the changes to the Slope Protection Act may have an impact on projects in that hilly area. She said she attended the Structural Subcommittee meeting and it was said there was more construction on hilly lots and people were excavating. She said she witnessed this type of project across the street from her home and it was a twelve-foot deep excavation that created a below grade well with smit walls on three sides that required extensive shoring. At the subcommittee meeting it was mentioned flaws in footing led to draining issues and there was a difference between a retaining wall, and a four story building that had floors below grade which was possible due to rezoning. Ms. Schuttish asked should major projects on these steep slopes have multiple inspectors reviewing the plans within a station at DBI if there was no longer going to be PEER review and could it be standardized.

Commission Secretary Harris read a letter submitted by email for the record by Mr. Shaun Moynahan of SEMCO Engineering. The letter was posted on the BIC webpage as public comment for agenda item 6 of this meeting agenda.

Commissioner's Questions and Comments:

Commissioner Calamuci said he would support the Ordinance and asked regarding the CAC recommendation would the Ordinance now require the Information Sheet to be produced.

Mr. Hanna said the Ordinance did not require an Information Sheet and the CAC did not have the ability to amend the Ordinance, however, the BIC had the ability to make that recommendation. The Department also discussed revising the existing Information Sheet that was specific to the slope protection process due to the Ordinance. The revised Information Sheet would provide the discretion that was being discussed in today's meeting.

Commissioner Neumann said she agreed with Commissioner Calamuci and would like to see the Information Sheet along with guidance. She also said she was happy to see the Department was moving in the direction to align with the State Building Codes as it was very difficult to build in San Francisco.

President Alexander-Tut said the questions raised in public comment were legitimate and should be addressed, such as when geotechnical review would be required, how much oversight in issuing permits, what were the practices and regulations the Department would implement that would trigger the third party review. Also, would this particular Information Sheet be approved by the board?

Mr. Hanna said Administrative Bulletins (AB) were not approved by the Board and typically Information Sheets were not agendized for the Board's approval. Mr. Hanna also said the provisions would still apply in the areas and exact parcels we know there is excessive risk. The Edge Hill Mountains slope protection

area would still have those requirements and will be triggered, the difference was there were explicit parcels in those geographic provisions that was not the case in the Slope Protection Act. The difficulty was to have an explicit statement saying it would apply here and it would not apply here. We were still beyond the California Building Code (CBC) and San Francisco was not the only jurisdiction with large slopes, however the CBC was sufficient in covering those risks and San Francisco still has a heightened review that other jurisdictions did not have.

President Alexander-Tut said from the view of the public, we have had some outrageous slides in recent memory that may trigger questions about the effectiveness and could the Information Sheet be brought before the Board for input and review.

Director O’Riordan said they would bring the Information Sheet regarding this Ordinance to the Board.

Commissioner Maclise said the requirement to have a geologist was very excessive and a geotechnical report was standard for all sites and this was to scale it back to a reasonable level of practice. There would still be a geotechnical engineer, shoring engineer, and structural engineer working at those sights.

President Alexander-Tut said she agreed with the direction of the policy but for nontechnical people who may watch or hear of this in the press, and it mattered to show we are doing our due diligence. The Board is where people can hear about more and have questions heard and so it does not seem as if we are sacrificing safety for expediency.

Commissioner Calamuci made a motion, seconded by President Alexander-Tut to approve File No. 250805 with the recommendation of adding an Information Sheet.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Excused
Commissioner Calamuci	Yes
Commissioner Chavez	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 069-25

7. Discussion and possible action regarding Board of Supervisors Ordinance (File No. 250811) amending the Building Code to revise the timing of expiration of certain building permits and building permit applications.

Legislative Affairs Manager Tate Hanna said the Department would request an extension to the September 17, 2025 BIC hearing as a new Deputy Director of Permit Services David Kane just started and wanted to sit down with him to work out the language and processes of the Ordinance.

President Alexander-Tut made a motion, seconded by Commissioner Neumann, to continue File No. 250811 to the next BIC hearing on September 17, 2025.

Public Comment.

Mr. Jerry Dratler said building permits unlike plumbing permits do not auto-expire in the DBI Permit Tracking System (PTS) and this was why DBI was cleaning up eleven thousand building permits sitting in issued status. He said a permanent solution was easy, make permits auto-expire in PTS or the need to mass expire permits would continue. Mr. Dratler recommended the Code Advisory Committee lobby the BIC and Director O’Riordan to have permits auto-expire the way plumbing permits do in PTS. Without a change in the PTS system, the CAC proposed Building Code changes would not have an impact because DBI issues nearly fourteen thousand permits annually.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Excused
Commissioner Calamuci	Yes
Commissioner Chavez	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 070-25

- 8. Discussion and possible action regarding Board of Supervisors Ordinance (File No. 250810) amending the Building Code to revise the timing of expiration of certain building permits and building permit applications.**

Legislative Affairs Manager Tate Hanna made the following points:

- In the existing law, there was no explicit authorization to defer fees on a project by project basis.
- Over the years, DBI had worked with the Mayor’s Office of Housing and Community Development (MOHCD) to identify affordable housing projects that were in need of fee deferral.
- The benefit was the interest rates for pre-construction financing were significantly higher and paying the fees before shovel hits the ground would potentially increase the dollar amount paid by an applicant.
- This Ordinance seeks to codify the ability to defer the fees one hundred percent for affordable housing projects.
- The application fee was \$35,000 at time of application and any other fees beyond that would be deferred

There was no public comment.

President Alexander-Tut made a motion, seconded by Commissioner Neumann to recommend File No. 250810.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Excused
Commissioner Calamuci	Yes
Commissioner Chavez	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 071-25

- 9. Discussion and possible action regarding proposed ordinances implementing the Triennial Building Inspection Code Update to be sponsored by the Building Inspection Commission. The proposed ordinances would repeal the 2022 San Francisco Building, Electrical, Existing Building, Green Building, Mechanical, and Plumbing Codes and adopt the 2025 San Francisco Building, Electrical, Existing Building, Green Building, Mechanical, and Plumbing Codes over local amendments.**

Legislative Affairs Manager Tate Hanna made the following points:

- Every three years the national model codes are updated, state law then required California Building Standards Commission to amend and adopt those model codes.
- DBI Technical Services Division (TSD) had gone through the updated state code and provided recommended changes to ensure cross-references including accurate code sections, chapter numbering, and redundant sections are removed.
- Beginning April 2025, the Code Advisory Committee reviewed various code sections and unanimously recommended approval.
- The Department recommended the BIC take an action to request the introduction of ordinances to repeal the 2022 Building Codes and replace them with the 2025 Building Codes. Per state law the 2025 codes are required to be implemented by January 1, 2026.

There was no public comment.

President Alexander-Tut made a motion, seconded by Commissioner Calamuci to recommend the Ordinance as described.

President Alexander-Tut	Yes
Vice President Meng	Excused
Commissioner Calamuci	Yes
Commissioner Chavez	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 072-25

10. Update on DBI's 5-year strategic plan.

Communications Director Patrick Hannan gave a presentation and made the following points:

- Development of DBI's strategic plan began 2023-2024.
- The plan included the Department's mission, vision, core values, and six goals and strategies supported by forty-four tactics identified by stakeholder interviews, opinion surveys, and executive workshops.
- Core values included; customer focus, professionalism, integrity, supportive work environment, diversity equity, inclusion and belonging, transparency and accountability.
- The implementation teams meet regularly working on every tactic, which many were completed or established as standard work.
- Launched a new in-house review building permit, application report and digital approvals, and automated application routing for in-house review projects.
- Built management dashboards for inspections, code enforcement, and plan review, and dashboards for quality assurance and control.
- Created a matrix of office policies and procedures needing development or updating.
- Human Resources improvements were adopted best practices in planning and hiring to ensure top-tier candidates from broader pools of applicants as well as implemented a new onboarding process. A template for DBI career maps was created and refocused internal communications to emphasize customer service and employee development.
- Enhanced emergency preparation and training to have better interdepartmental coordination and continuity in service in critical functions as well as field trainings for those who would respond in an emergency.
- Over the course of the last year, the Department found some aspects of work were better suited with other groups ensuring to zero in on the best use of each individual groups talent.
- Through work with PermitSF the Department had expanded its counter service and improved efficiency and consistency of plan check.
- Enhanced and improved the metrics to evaluate the field inspections and housing inspections and staff performance.
- In an effort to increase public trust, the Department would conduct an annual risk assessment. Last year in 2024, we began doing more enhanced staff trainings on ethics and other compliance topics as well as institutionalized quality assurance and control processes for inspections and permit services.
- Identify additional revenue opportunities beyond those analyzed by the 2023 fee study and develop a business plan to fulfill spending targets identified.

There was no public comment.

Commissioner Neumann said she was interested in having an overview of the dashboards mentioned throughout the presentation about how those are being utilized.

11. Commissioner's Questions and Matters.

- a. Inquiries to Staff.** At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.
- b. Future Meetings/Agendas.** At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.

Commission Secretary Harris said the next regular meeting would be September 17, 2025.

There was no public comment.

12. Review and approval of the minutes of the Regular Meeting Minutes of July 16, 2025.

President Alexander-Tut made a motion, seconded by Commissioner Chavez, to approve the Regular Meeting minutes of July 16, 2025.

There was no public comment.

The motion carried unanimously.

RESOLUTION NO. 073-25

13. Adjournment.

Commissioner Neumann made a motion, seconded by Commissioner Chavez, to adjourn the meeting.

The motion carried unanimously.

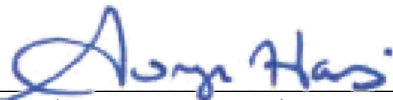
The meeting was adjourned at 12:02 p.m.

RESOLUTION NO. 074-25

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Commissioner Neumann said she was interested in having an overview of the dashboards mentioned throughout the presentation, and about how they are being utilized.	Page 11

Respectfully submitted,


Monique Mustapha, Assistant BIC Secretary


Edited By: Sonya Harris, BIC Secretary